



**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

June 17, 2005

TO: Financial Officers
FROM: Wayne M. Horie, Accounting Division Administrator
SUBJECT: Electronic State Accounting Forms (SAFORMS)

A handwritten signature in dark ink, appearing to read "Wayne M. Horie", written over the "FROM:" line of the memo.

The Accounting Division is pleased to announce that electronic versions of the following State Accounting Forms (SAFORMS) are now available at Forms Central (click on "View Internal Forms in the Database") on the State's web site (<http://www.hawaii.gov/forms>):

- SAFORM A-01 – Appropriation Warrant
- SAFORM A-15 – Allotment Advice
- SAFORM A-19 – Request for Allotment/Allotment Advice
- SAFORM A-20 – Agency Internal Journal Entry
- SAFORM A-21 – Request for Transfer of Funds
- SAFORM A-27 – Journal Voucher
- SAFORM A-28 – Universal Input Form
- SAFORM A-47 – Batch Slip
- SAFORM A-50 – Appropriation Account Code Table Maintenance
- SAFORM A-51 – Cost Center Table Maintenance
- SAFORM A-54 – Vendor Table Maintenance
- SAFORM A-55 – Project Control Table Maintenance
- SAFORM A-57 – Department Activity Table Maintenance
- SAFORM B-10 – Bill for Collection
- SAFORM C-06 – Encumbrance Advice
- SAFORM C-07 – Unrequired Contract Encumbrance Advice
- SAFORM C-08 – Summary Warrant Voucher - Manual
- SAFORM C-12 – Payment Coding Input – Vendor Code
- SAFORM C-13 – Payment Coding Input – Vendor Name and Address
- SAFORM C-33 – Personal Automobile Mileage Voucher
- SAFORM C-41 – Contract Input
- SAFORM C-53 – Checks Cancelled
- SAFORM C-61 – Claim For Lost Check
- SAFORM C-62 – Claim For Non-Received Check
- SAFORM C-63 – Claim For Void Check
- FHB SPO – First Hawaiian Bank Stop Payment Order

The electronic SAFORMS and FHB SPO may be used in place of the existing preprinted forms. Electronic form users are strongly advised to periodically check the Forms Central web site to ensure they are using the current version of the form. The revised date of the form is included in the file name of the form [e.g., SAFORM C-62 (07-01-96).pdf]. If a SAFORM is revised, you will be informed via memorandum and the revised SAFORM will be posted to Forms Central.

We created two (2) versions of the Request for Allotment/Allotment Advice, SAFORM A-19. One (1) form contains subtotal lines in the Request for Allotment section and formulas to automatically calculate the subtotals for each allotment category and the overall allotment. The file name for this version of the form is "SAFORM A-19 calc.pdf." The other form does not contain the subtotal lines and the formulas. The file name for this version of the form is "SAFORM A-19.pdf."

Although electronic versions of the SAFORMS will now be available, those wishing to purchase pre-printed forms from Correctional Industries can continue to do so.

If you have any questions, please call Mr. Kurt Muraoka of our Systems Accounting Branch at 586-0610.